

CHAPTER 6

OFFICER SERVICE RECORDS

This chapter discusses officer service records and some of the ways in which you, the Personnelman (PN), will come into contact with these records. You will read about how officer personnel records are created and verified. You will also read about permanent officer microfiche records and officer field service records, the officer's junk jacket, and the transfer and disposition of officer service records and health treatment records.

Depending on where you are stationed, you maybe tasked with maintaining officer service records along with enlisted service records. You may have already been involved in making entries in officer service records as well as performing officer transfers and receipts. This is why all PNs must be familiar with officer service records. After studying the information in this chapter, you should be able to recognize your potential role in the creation, maintenance, and verification of officer service records and understand certain procedures involving officer transfers and receipts.

As the Navy continues to downsize, the consolidation of officer and enlisted records may occur. Keep in mind that this will be a gradual process, and your professional responsibilities may change as a result. You may be assigned to a command in which the maintenance of officer and enlisted records is the responsibility of both the Yeomen (YNs) and the PNs. As Navy ratings change, merge, and diversify, you must prepare yourself for the possibility of having to maintain both officer and enlisted personnel records.

As in the case of enlisted personnel records, the information contained in officer field service records is only for the eyes of personnel who are directly involved with the handling of these records. If you are involved in handling officer service records, make certain they are secure. Even if you consolidate officer and enlisted records in one place for the sake of convenience, make sure you maintain them in separate files in a secure place.

CREATION OF OFFICER PERSONNEL RECORDS

According to the *Naval Military Personnel Manual*, (MILPERSMAN), Article 5030131, the

following two personnel records are created and maintained for each officer of the Navy and the Naval Reserve:

1. The permanent record in microfiche form maintained by the Chief of Naval Personnel (CHNAVPERS).

2. The U.S. Navy Officer Service Record, NAVPERS 1070/66, and the Military Health Treatment Records, NAVMED 6150/10-19 (Medical and Dental), maintained in paper format by the officer's current duty station. An example of an officer service record is shown in figure 6-1.

These records are the property of the U.S. Government and not the officer. The review or release of these records is limited to personnel who require access to the records in the performance of their official duties. You will read more about the two required officer personnel records. First, let's take a look at how an officer service record is created or "opened."

OPENING THE OFFICER SERVICE RECORD

The activity delivering the officer appointment creates (opens) the officer service record when a person accepts a commission in the Regular Navy or Naval Reserve. According to the MILPERSMAN, Article 5030120, that activity must also verify the contents of each document and the overall service record. Upon a member's application and acceptance of appointment to commissioned status, the activity creates the officer service record by verifying and forwarding the officer's commissioning and other service record documents (as indicated in the MILPERSMAN, Article 5030131) via Commander, Navy Recruiting Command (COMNAVCRUITCOM), Code 13, to CHNAVPERS (PERS 313C1). As a PN, you may become involved in the verification and forwarding procedures involved in opening officer service records.

NOTE: If an officer candidate or Naval Academy midshipman either is disenrolled from training and retained in the naval service as an enlisted member, or is discharged with an entry level separation, or is deceased, your command must follow the procedures

DOE	JOHN	NMN	123 - 45 - 6789
NAME	LAST	FIRST	MIDDLE
			SSN
USN			

U. S. NAVY

Officer Service Record

FOR OFFICIAL USE ONLY

CAUTION

The inviolability of naval personnel records and the information contained therein has long been recognized by the Department of the Navy in view of the confidential nature of such records. Accordingly, the release of information must be sharply restricted and rigidly controlled, except that information which each officer has specifically approved for release for publicity purposes which is contained on the Officer Biography Sheet (NAVPERS 5720/1). Otherwise, information may not be divulged from the Officer Service Record, nor may access to the record be granted, except to persons and directly concerned.

NAVPERS 1070/66 (Rev. 8/82)

S/N 0106 LF - 017 - 1662

86NP0091

Figure 6-1.—US. Navy Officer Service Record, NAVPERS 1070/66.

contained in the MILPERSMAN, Articles 5030130 and 5030140.

VERIFYING DOCUMENTS

According to the MILPERSMAN, Article 5030120, you must verify that each officer service record created and/or maintained by your command contains all the required documents. Ideally, you should perform this verification in the presence of the officer.

Purging Excess Documentation

Remove and give directly to the officer any documents and correspondence that relate to the officer's tour at the present command but have no permanent historical value in the personnel

administration of the officer's career. Another option you have is to file them in the officer's junk jacket.

Verifying the Certificate of Personnel Security Investigation

Make sure the record contains the Certificate of Personnel Security Investigation, Clearance and Access, OPNAV 5520/20. Any significant discrepancies that affect the accuracy of entries or completeness of this record must be reconciled before transfer of the officer. Discrepancies noted after the transfer must be resolved with the command at which the error occurred. The new command must communicate with the command at which the error occurred and the previous command must provide full details, recommend corrective action, and attach substantiating documents as appropriate.

Verifying the Dependency Application/Record of Emergency Data

Interview the officer to make certain the Dependency Application/Record of Emergency Data, NAVPERS 1070/602, is current and any Servicemen's Group Life Insurance (SGLI) beneficiary designations recorded on the Servicemen's Group Life Insurance Election and Certificate, SGLV-8286, are according to the officer's desires.

FORWARDING DOCUMENTS

To create a permanent record for newly commissioned officers, you must forward officer record documents (as indicated in MILPERSMAN, Article 5030131 and as discussed earlier). You must securely fasten the documents in a single complete group for each officer. You may send documents for several officers in a single mailing envelope or container. Mark the mailing envelope or container "OFFICER APPOINTMENT - DO NOT OPEN IN THE MAILROOM."

Now that you have read about the procedures for opening an officer service record, you need to understand some of the more important aspects of the two required records-the permanent microfiche record and the service field record.

PERMANENT MICROFICHE OFFICER RECORD

According to the MILPERSMAN, Article 5010110, the permanent microfiche officer service record is maintained by CHNAVPERS. This record is intended to reflect the official history of the officer's career in the Navy and should contain any document that bears or reflects on the character, performance, professional qualifications, and fitness of the officer. Documents of a personal nature such as birth certificates, marriage licenses, and court decrees are not filed in the permanent microfiche record.

The permanent microfiche officer service record is the property of the U.S. Government and not the officer concerned. The officer microfiche record, as in the case of the enlisted microfiche record, is of particular importance in selection for promotion. It is reviewed when any change in status is contemplated, such as assignment to duty, special details, trial by general court-martial, and/or disciplinary action by CHNAVPERS. The review of officer service records is limited to personnel who are required to review these

records in the performance of their official duties according to the MILPERSMAN, Article 5010110. Refer to the MILPERSMAN, Article 5010110, for additional information concerning the permanent microfiche officer record. Also refer to the MILPERSMAN, Article 5010125, which discusses the availability of these records.

OFFICER FIELD SERVICE RECORD

According to the MILPERSMAN, Article 5030160, the U.S. Navy Officer Service Record, NAVPERS 1070/66, is kept for each current officer of the Regular Navy or Naval Reserve. This record is known as the officer field service record and is the officer personnel record that you, the PN, will most likely encounter. It consists of a flat folder bearing the officer's full name and social security number (SSN). As in the case of enlisted service records, all signatures in officer service records must be in black or blue-black ink.

PURPOSE

The officer field service record serves a dual purpose. First, it serves as a record of vital events in an officer's career for use in assignment, promotion, and permanent recordkeeping. If the permanent microfiche record is lost or damaged, the field service record becomes the first source of replacement documents. Second, the officer field service record assists the commanding officer in making daily personnel decisions.

MANAGEMENT

Maintenance and management of the officer field service records depend on the location where the records are maintained and the responsibilities associated with maintaining these records.

Location

Normally, the location of an officer's service record will depend on the officer's assigned duty station. The personnel support activity detachment (PERSUPPDET) maintains officer service records for officers stationed ashore. The ship's personnel and/or administrative office maintains these records for officers who are stationed aboard ship. For officers attached to a squadron, the field service records are normally maintained in the administrative office

ashore. If the squadron deploys, it is not uncommon for a command to maintain both the enlisted and officer service records in one administrative office.

Responsibility for Content

Although the officer service record is the property of the U.S. Government and not the officer, the commanding officer and the individual officer are jointly responsible for making sure the service record is complete, and that it contains information pertinent to the officer's career.

Adverse Matter

Adverse matter in an officer service record requires a special process. Adverse matter is not filed in the service record without first affording the officer an opportunity to review the material and submit a statement concerning it. If the officer chooses to make no statement, that intention is indicated in writing either by the officer's signed and dated declination or the expiration of a stated period of time (of which the officer was previously advised) during which the officer could have submitted a statement.

STANDARD FILING SEQUENCE FOR FIELD SERVICE RECORD DOCUMENTS

When documents are submitted or received on behalf of an officer, the PN is often responsible for filing them in the service record. You must learn to file these documents on the appropriate side and in the correct sequence. Remember, not all documents you will read about in this chapter will apply to every officer. The examples in this chapter are intended to show you the standardized filing sequence of the documents that are most frequently found in officer field service records.

You should normally file only the current copy of each document. Remember, the officer service record should contain only the required information. This record is not intended to be a depository for wills or other documents of a personal nature. In maintaining this record, you may have to purge excess information.

In the following sections, you will read about the correct sequence in which required documents should be filed. You will learn which documents need to go on the left side, which need to go on the right side, and the order in which the documents should appear. In the examples shown, a **(T)** appears in front of specific documents, identifying these documents as temporary. These are the ones you should remove from the field service record and return to the officer upon the officer's permanent change of station (PCS) transfer.

Left Side

The following documents should go on the left side of the officer service record. File them in the following order with the first document mentioned on top:

- Record Identifier for Personnel Reliability Program, NAVPERS 5510/1.
- Record of Disclosure, Privacy Act of 1974, OPNAV 5211/9. (A sample of this form is shown in fig. 6-2.)
- Personnel Reliability Program Screening and Evaluation Record, NAVPERS 5510/3.
- Certificate of Personnel Security Investigation, Clearance and Access, OPNAV 5520/20.
- (T) Official correspondence from current command; for example, letters of appreciation and commendation, and temporary designation letters.
- Current PCS orders and all endorsements.
- Officer Application/Orders for Inactive Duty Training, NAVRES 1321/1.
- Inactive Duty Training Orders: Termination/Cancellation Modification, NAVRES 1321/2.
- **(T)** Certificates from Navy schools, training, and correspondence courses.
- Personal and unit award citations.
- Letters of permanent warfare designation, significant qualifications, special duty assignments, and incentive pay.

ORIGINAL DRUG AND ALCOHOL ABUSE STATEMENT OF UNDERSTANDING		OPNAV 5350.4
ORIGINAL SIGNED COPY OF THIS FORM MUST BE PRINTED ON BOTH SIDES FATHER THAN ON TWO SEPARATE PAGES		
PRIVACY ACT STATEMENT		
<p>The Navy is responsible for preventing drug and alcohol abuse by its members and for disciplining those who promote or engage in drug and alcohol abuse. Navy personnel are subject to drug and alcohol testing methods, including urinalysis, to enforce this policy. Authority to obtain your social security number, which will be used for identification and filing, is provided by 5 USC 301 and Executive Order 9397 (NOTAL). Disclosure of your social security number is voluntary. Failure to disclose this information, however, will result in termination of the process for which this statement is required.</p>		
1.	I understand that:	INITIALS
1. Service in the United States Navy or Naval Reserve places me in a position of special trust and responsibility.		
2. Drug abuse by members of the United States Navy is against the law, and drug and alcohol abuse, in general, violates Navy standards of behavior and duty performance and will not be tolerated.		
3. The illegal or improper use of alcohol, marijuana and other controlled substances endangers my health and the safety of other Navy men and women.		
4. If I illegally or improperly use or possess alcohol or drugs, including marijuana, appropriate disciplinary and/or administrative action may be taken against me. In the case of drugs, this action may include trial by court-martial or administrative separation from the Navy. Administrative separation for drug abuse or separation in lieu of trial by court-martial could result in an other than honorable discharge. Conviction by a court-martial of a drug-related offense may lead to a punitive separation. This can result in a denial of education benefits, home loan assistance, and other benefits administered by the VA. Additionally, a person receiving such a separation or discharge can expect to encounter substantial prejudice in civilian life in situations where the character of separation or discharge received from the Armed Forces may have a bearing.		
5. (Initial applicable section only — a, b, or c)		
a. (OFFICERS PRE-COMMISSIONING PROGRAMS)		
I understand the U.S. Navy's intolerance of substance abuse and that I will be screened by urinalysis testing for the presence of marijuana or drugs within thirty days of reporting for training. I further understand that a single detection of drug abuse after entry will result in disenrollment from an officer program and separation from the Navy.		
b. (CHIEF PETTY OFFICERS)		
I understand that the Navy's policy of zero-tolerance towards drug and alcohol abuse by its leaders will result in administrative or disciplinary action and may result in my separation.		
Continued on reverse		

ORIGINAL STATEMENT OF UNDERSTANDING (Continued)		OPNAV 5350.4
ORIGINAL SIGNED COPY OF THIS FORM MUST BE PRINTED ON BOTH SIDES FATHER THAN ON TWO SEPARATE PAGES		
STATEMENT OF UNDERSTANDING (Continued)		
GH E-6)	I do not tolerate drug or alcohol abuse by its disciplinary action against those who promote or pertaining to my enlistment into the Navy, I analysis test can detect the use of illegal drugs, b, up to 30 days following such use.	INITIALS
I test will be given to all personnel within 48 the Recruit Training Center and at other periodic necessary.		
I have positive test indications of marijuana use, I warned, and if any follow-on tests indicate use, it will be cause for my separation from the Navy.		
I test showing positive indication of any drug use, I shall be cause for my being processed for Navy.		
I abuse may disqualify me from certain occupations which I enlisted and I may either be reassigned to or processed for separation from the Navy at the		
CERTIFICATION		
I STAND ALL THE INFORMATION CONTAINED ON BOTH SIDES OF THIS FORM		
SIGNATURE	DATE	
GRADE/RANK (if applicable)		
CERTIFYING OFFICIAL AND WITNESS		
BOVE INDIVIDUAL SIGNED THIS CERTIFICATE IN MY PRESENCE		
SIGNATURE	DATE	
SIGNATURE	DATE	

Figure 6-3.—Drug and Alcohol Abuse Statement of Understanding, OPNAV 5350.4.

- Drug and Alcohol Abuse Statement of Understanding, OPNAV 5350/1. (A sample of this form is shown in fig. 6-3.)

- Montgomery GI Bill (MGIB) Act of 1984, DD Form 2366. (A sample of this form is shown in fig. 6-4.)

- Statement of Understanding—Selected Reserve Educational Assistance Program, OPNAV 1780/1.

- Selected Reserve Educational Assistance Program (GI Bill) Notice of Basic Eligibility, DD Form 2384.

- Personnel Security Questionnaire (PSQ), DD Form 398. (A sample of the front section of this form is shown in fig. 6-5.)

- Request for Personnel Security Investigation (PSI), DD Form 1879 (if PSI pending).

- Statement of Service, NAVPERS 1070/877.

- Notification of Eligibility for Retired Pay at Age 60, NRPC 1820/6.

- NAVCRUIT Forms, Officer Program Statement/Service Agreement.

86MP0094 VETERANS' EDUCATIONAL ASSISTANCE ACT OF 1984 (GI BILL) (Chapter 30, Title 38, U.S. Code)			
Privacy Act Statement			
AUTHORITY: Chapter 30, Title 38, U.S. Code, Sections 1411 and 1412.			
PRINCIPAL PURPOSE: To establish eligibility to participate in the Veterans' Educational Assistance Act of 1984 (GI Bill of 1984).			
ROUTINE USES: Information will be used as a source document indicating participation status of each service member in the GI Bill of 1984 Educational Benefits Program.			
DISCLOSURE: Disclosure of your social security number and other personal information is voluntary. However, this form CANNOT be processed if requested information is not provided.			
1. SERVICE MEMBER			
a. NAME (Last, First, Middle Initial)		b. SOCIAL SECURITY NUMBER (SSN)	
2. STATEMENT OF UNDERSTANDING			
a. I am eligible for the GI Bill of 1984 and I am automatically enrolled.			
b. I have the option to disenroll. (See paragraph 4)			
c. If I disenroll, I must do so within two weeks of initial entry on active duty.			
d. I am not eligible for Chapter 32, Title 38 U.S.C., Veterans' Educational Assistance Program (VEAP) nor for Chapter 34, Title 38 U.S.C., Vietnam - Era GI Bill.			
e. I understand that if I am a Service academy or ROTC scholarship graduate, I am NOT ELIGIBLE for the GI Bill of 1984.			
f. SERVICE MEMBER			
(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) RANK/GRADE	(3) SIGNATURE	(4) DATE SIGNED
g. WITNESSING OFFICIAL			
(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) RANK/GRADE	(3) SIGNATURE	(4) DATE SIGNED
3. STATEMENT OF ENROLLMENT			
a. I understand that if I remain enrolled in the GI Bill of 1984 that \$100 per month will be deducted from my basic pay for EACH of the first full 12 months of active duty and WILL NOT BE REFUNDED.			
b. I must complete three years of service before I am entitled to \$300 per month for 36 months (\$250 per month for 36 months, if I have a two year obligation).			
c. I must complete two years of active duty service and join the Selected Reserve for a minimum four year service agreement before I am entitled to \$300 per month for 36 months.			
d. If a non-high school graduate, I must complete all requirements for a high school diploma (or an equivalency certificate) before completion of my initial tour in order to qualify for the GI Bill of 1984.			
e. I must use my benefits within 10 years of my separation or discharge from active duty for the entitlement in paragraph 3b or complete my Selected Reserve obligation for the entitlement in paragraph 3c.			
f. I must receive an honorable discharge for service which established entitlement to the GI Bill of 1984.			
g. SERVICE MEMBER			
(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) RANK/GRADE	(3) SIGNATURE	(4) DATE SIGNED
h. WITNESSING OFFICIAL			
(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) RANK/GRADE	(3) SIGNATURE	(4) DATE SIGNED
4. STATEMENT OF DISENROLLMENT			
I do not desire to participate in the GI Bill of 1984. I understand that the option to enroll WILL NOT be available to me at a later date.			
a. SERVICE MEMBER			
(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) RANK/GRADE	(3) SIGNATURE	(4) DATE SIGNED
b. WITNESSING OFFICIAL			
(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) RANK/GRADE	(3) SIGNATURE	(4) DATE SIGNED
5. SERVICE UNIQUE EDUCATION ASSISTANCE OPTIONS			
If I remain enrolled in the GI Bill of 1984, I may be eligible for additional educational assistance based on my military specialty and/or years of service as shown below.			

DD Form 2366 (3-83)

S/N 8182L F8823660

U.S. Government Printing Office 1986-505-007/50011 2-1

Figure 6-4.—Veterans' Educational Assistance Act of 1984 (GI Bill), DD Form 2366.

86NP0095	DEPARTMENT OF DEFENSE PERSONNEL SECURITY QUESTIONNAIRE (PSQ) DD FORM 398
CONTENTS	
THE PSQ PACKAGE CONSISTS OF THE FOLLOWING:	
1. Privacy Act Statement 2. Authority for Release of Information and Records 3. DD Form 398, "Department of Defense Personnel Security Questionnaire"	4. General Instructions 5. Detailed Instructions 6. Appendix E to Department of Defense Regulation 5200.2 (DoD 5200.2-R) 7. Listing of Reportable Drugs
PLEASE BE SURE YOU HAVE ALL PARTS OF THE PACKAGE.	
PRIVACY ACT STATEMENT	
AUTHORITY:	50 U.S.C. Sections 781-887, Internal Security Act of 1950; 5 U.S.C. Section 9101, Criminal history record information for national security purposes; Executive Order 9397, November 1943 (SSN), Numbering System for Federal Register Accounts Relating to Individual Persons; Executive Order 10450, Security Requirements for Government Employment; Executive Order 10865, Safeguarding Classified Information Within Industry; Executive Order 11935, Citizenship Requirements for Federal Employment; Executive Order 12333, United States Intelligence Activities; Executive Order 12356, National Security Information; and 5 U.S.C. Section 301, Department Regulations.
PRINCIPAL PURPOSES:	To obtain background information for personnel security investigative and evaluative purposes to make security determinations to grant a security clearance; to allow access to classified information, sensitive areas, or equipment; or to permit assignment to sensitive national security positions. The data may later be used as part of a review process to evaluate continued eligibility for access to classified information. The Social Security Number will be used to verify identity and locate existing records.
ROUTINE USES:	To federal, state, local, or foreign law enforcement authorities if the record indicates, on its face or in conjunction with other records, a violation of law; to federal, state, or local government agencies if necessary to obtain information for a personnel security determination; to a requesting federal agency concerning its retaining, issuing a security clearance, or making a personnel security determination concerning assignment to or retention in a sensitive position, or letting a contract; to a congressional office in response to an inquiry made at the request of the individual; to foreign law enforcement, security, investigatory, or administrative authorities to comply with international agreements; to the Office of Personnel Management when necessary to carry out its personnel security functions; to the Department of Justice in pending or potential litigation to which the record is pertinent; to the General Services Administration and National Archives and Records Administration for records management purposes; to the Merit Systems Protection Board for use in administrative proceedings and investigations of possible prohibited personnel practices; to individuals and entities outside the Department of Defense and U.S. Government for counterintelligence activities authorized by federal law or executive order.
DISCLOSURE:	Voluntary; however, failure to furnish the requested information may result in our being unable to complete your investigation, which could result in your not being considered for clearance, access, or assignment to sensitive duties. For contractor personnel, failure to furnish information may result in administrative termination of any existing Industrial Security Clearance to include a contractor-granted clearance.
DD Form 398, MAR 90 S/N 8102-LF-008-5906	Page 1 of 16 pages

Figure 6-5.—Personnel Security Questionnaire (PSQ), DD Form 398.

• Geneva Conventions Identification Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces, DD Form 1934. (This form may be placed in an envelope and stapled to the inside, left cover.)

Right Side

The following documents should go on the right side of the officer service record. File them in the following sequence with the document mentioned first on top

- Administrative Remarks, NAVPERS 1070/613.
- History of Assignments, NAVPERS 1070/605.
- Officer Data Card, NAVPERS 1301/51.
- Limited Duty/Warrant Officer History Card, NAVPERS 1070/1 25.
- Officer Qualification Questionnaire, NAVRES 1301/4.
- Officer Qualifications Questionnaire, NAVPERS 1210/5. (A sample of this form is shown in fig. 6-6.)

[illegible]

NAME (Last, first, middle)		GRADE		DESIGNATOR		SSN	
NUMBER OF MEMBERS		DATE OF BIRTH		TYPE OF BIRTH TO WHICH ORIGIN		<input type="checkbox"/> ACTIVE <input type="checkbox"/> RESERVE	
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LEVEL		CODE	FOREIGN LANGUAGE ABILITY		CODE
			LANGUAGE/ DIALECT	HOW ACQUIRED	C R S W
0	No practical proficiency	2			
1	Basic	3			
2	Limited working	5			

FOREIGN RESIDENCE AND TRAVEL List any foreign countries or areas with which you are thoroughly familiar by reason of travel or residence. (Indicate date.)

EDUCATION:	HIGH SCHOOL GRADUATE	<input type="checkbox"/>	YES	NO	CAD RETH.	<input type="checkbox"/>	YES	NO	SAVE OF DEGREE	TITLE OF DEGREE	MAJOR FIELD OF STUDY	SPECIALIZATION WITHIN MAJOR	JCI
		<input type="checkbox"/>				<input type="checkbox"/>							

CIVILIAN EMPLOYMENT. *Start with your last position and work back. Describe your field of work and position as well as to make your qualifications clear.*

PLACE (City and State)		EXACT TITLE OF YOUR POSITION
FROM (Month, Year)	TO (Month, Year)	SALARY AND RESPONSIBILITIES
NAME OF EMPLOYEE		
TITLE OF BUSINESS (Public Utility, etc.)		
NUMBER OF EMPLOYEES YOU SUPERVISED		
PLACE (City and State)		EXACT TITLE OF YOUR POSITION
FROM (Month, Year)	TO (Month, Year)	SALARY AND RESPONSIBILITIES
NAME OF EMPLOYEE		
TITLE OF BUSINESS (Public Utility, etc.)		
NUMBER OF EMPLOYEES YOU SUPERVISED		

IONS QUESTIONNAIRE
1-75) (Black)

NAVAL TRAINING AND EXPERIENCE

REPORTING PERIOD	PERIOD PREVIOUS SERVICE AS WARRANT	TIME	TIME
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INTERVIEW AT TIME OF COMMISSIONING (Master Jones, Unpublished in manuscript, etc.).

AND NAVAL SCHOOLS ATTENDED WITHIN PAST 10 YEARS (List in reverse chronological order. If Naval Schools attended, list in reverse chronological order. If other schools attended, list in reverse chronological order.)

NAME OF STATION INCLUDING IDENTIFICATION OF LINE
TYPE OF TRAIL AND GAME
NOTES

[illegible][illegible]

APPROXIMATE PERCENTAGE OF THE
POPULATION WITH ACCESS TO
TELEPHONE SERVICE

[illegible]

DATE OF BIRTH AND AGE OF THE
AND OF IMMEDIATE DOMESTIC INDIVIDUALS IN THE

[illegible][illegible][illegible]

...from the right house for each rate interval (line must remain open).

TOTAL NUMBER OF FLIGHT HOURS TO DAY		TYPES CHARGED TO INSTRUCT	

卷之五

Figure 6-6.—Officer Qualifications Questionnaire, NAVPERS 1210/5.

- Dependency/Status Action, NAVCOMPT 3072.
- Servicemen's Group Life Insurance Election and Certificate, SGLV-8286.
- Current copy of the Application for Uniformed Services Identification Card/DEERS Enrollment, DD Form 1172. (A sample of this form is shown in fig. 6-7.)
- Dependency Application/Record of Emergency Data, NAVPERS 1070/602.
- Officer Photograph Submission Sheet, NAVPERS 1070/10. (A sample of this form is shown in fig. 6-8.)
- Certificate of Release or Discharge from Active Duty, DD Form 214 (ALL).
- Ready Reserve Transfer Request/Service Agreement, NAVPERS 1200/1.
- Delivery of Temporary/Permanent Appointment, NAVPERS 1421/7 (for present grade).

Read Privacy Act Statement on reverse prior to completing this form.

NAME HERE FOR GUARD OR RESERVE PRE-ENROLLMENT		APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION CARD DEERS ENROLLMENT										Form Approved OMB No. 0750-0039 Expires Aug 31, 1989	
SECTION I SPONSOR INFORMATION	1 NAME (Last, First, Middle)				2 SEX		3 SSN (w/ Suffix)		4 STATUS		5 BR OF SERVICE		
	6 PAY GRADE		7 RANK		8 GEN CAT		9 TYPE OF CARD ISSUED		10 ID NO.		11 LAST UPDATE (YYYYMMDD)		
	13 CURRENT RESIDENCE ADDRESS						14 SUPPLEMENTAL ADDRESS INFORMATION						
	15 CITY				16 STATE		17 ZIP CODE		18 COUNTRY		19 UIC		
	21 DATE OF BIRTH (YYYYMMDD)		22 BLOOD TYPE		23 COLOR EYES		24 COLOR HAIR		25 HEIGHT		26 WEIGHT		
	27 MEDICARE		28 MARITAL STATUS		29 ELIG STAGE EFF DATE (YYYYMMDD)		30 CARD EXPIRY END DATE (YYYYMMDD)		31 PRIVILEGES AUTHORIZED (Enter correct abbreviation AFTER privileges)		32 END ELIG REASON		
	33 NAME (Last, First, Middle)		34 SEX		35 SSN		36 RELATIONSHIP		37 ID NO.		38 LAST UPDATE (YYYYMMDD)		
	39 V/I		40 CURRENT RESIDENCE ADDRESS						41 SUPPLEMENTAL ADDRESS INFORMATION				
	42 CITY				43 STATE		44 ZIP CODE		45 COUNTRY		46 HOME TELEPHONE NO (Include area code)		
	47 DATE OF BIRTH (YYYYMMDD)		48 MB		49 STU		50 INCAP		51 MEDICARE		52 COLOR EYES		
SECTION II DEPENDENT INFORMATION	53 COLOR HAIR		54 HEIGHT		55 WEIGHT		56 DATE OF MARRIAGE (YYYYMMDD)		57 ELIG STAGE EFF DATE (YYYYMMDD)		58 CARD EXPIRY END DATE (YYYYMMDD)		
	59 PRIVILEGES AUTHORIZED (Enter correct abbreviation AFTER privileges)		60 END ELIG REASON		61 NAME (Last, First, Middle)		62 SEX		63 SSN		64 RELATIONSHIP		
	65 ID NO.		66 LAST UPDATE (YYYYMMDD)						67 V/I		68 CURRENT RESIDENCE ADDRESS		
	69 SUPPLEMENTAL ADDRESS INFORMATION						70 CITY		71 STATE		72 ZIP CODE		
	73 COUNTRY		74 HOME TELEPHONE NO (Include area code)		75 DATE OF BIRTH (YYYYMMDD)		76 MB		77 STU		78 INCAP		
	79 MEDICARE		80 COLOR EYES		81 COLOR HAIR		82 HEIGHT		83 WEIGHT		84 DATE OF MARRIAGE (YYYYMMDD)		
	85 ELIG STAGE EFF DATE (YYYYMMDD)		86 CARD EXPIRY END DATE (YYYYMMDD)		87 PRIVILEGES AUTHORIZED (Enter correct abbreviation AFTER privileges)		88 END ELIG REASON		89 REMARKS (Use legal documentation, as applicable)				
	NOTARY SIGNATURE AND SEAL												
	I have read and understand the "Conditions Applicable to Sponsor or Applicant" printed in Section VIII on reverse. I certify the information provided in connection with the eligibility requirements of this form is true and accurate to the best of my knowledge. (If not signed in the presence of the verifying official, the signature must be notarized)												
	90 SIGNATURE												
91 DATE SIGNED (YYYYMMDD)													
SECTION IV VERIFIED BY	93 TYPED NAME (Last, First, Middle)				94 PAY GRADE		95 UNIT/COMMAND NAME						
	96 TITLE		97 UIC		98 DUTY PHONE NO		99 UNIT/COMMAND ADDRESS (Street, City, State, Zip Code)						
	100 SIGNATURE				101 DATE VERIFIED (YYYYMMDD)								
SECTION V ISSUED BY	103 TYPED NAME (Last, First, Middle)				104 PAY GRADE		105 UNIT/COMMAND NAME						
	106 TITLE		107 UIC		108 DUTY PHONE NO		109 UNIT/COMMAND ADDRESS (Street, City, State, Zip Code)						
	110 SIGNATURE				111 DATE ISSUED (YYYYMMDD)								
SECTION VI RECEIPT	RECEIPT OF NEW CARD IS ACKNOWLEDGED												
	112 SIGNATURE										113 DATE SIGNED (YYYYMMDD)		

DD Form 1172, AUG 87 789748

Replaces all previous editions of DD Form 1172 and DD Form 1172-1, which are obsolete.
S/N 0102-LF-001-1723

86NP0097

Figure 6-7.—Application for Uniformed Services Identification Card/DEERS Enrollment, DD Form 1172.

OFFICER PHOTOGRAPH SUBMISSION SHEET																							
PRIVACY ACT STATEMENT																							
<p>Authority to request this information is derived from 5 <u>United States Code</u> 301, Department Regulations. Purpose of this information is to accompany submission of the photograph. The photograph is used for identification, and for official press releases, when authorized. The photograph and attached information sheet are filed in the officer's official record which is used in the personnel management of Naval Officers. Completion of this form and submission of the photograph are mandatory. Failure to provide either the required information or the photograph may result in administrative action being taken.</p>																							
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">NAME (Print)</td> <td style="width: 20%; border-bottom: 1px solid black;"></td> <td style="width: 20%; border-bottom: 1px solid black;"></td> <td style="width: 30%; border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: center; font-size: small;">(Last)</td> <td style="text-align: center; font-size: small;">(First)</td> <td style="text-align: center; font-size: small;">(Initial)</td> </tr> <tr> <td></td> <td colspan="3" style="text-align: center; font-size: small;">(Social Security No.)</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center; font-size: small;">(Grade)</td> <td style="text-align: center; font-size: small;">(Designator)</td> <td colspan="2" style="text-align: center; font-size: small;">(Date Photograph Taken)</td> </tr> </table>				NAME (Print)					(Last)	(First)	(Initial)		(Social Security No.)							(Grade)	(Designator)	(Date Photograph Taken)	
NAME (Print)																							
	(Last)	(First)	(Initial)																				
	(Social Security No.)																						
(Grade)	(Designator)	(Date Photograph Taken)																					
INSTRUCTIONS FOR SUBMISSION OF PHOTOGRAPH																							
PER MILPERSMAN 5020140																							
<div style="border: 1px dashed black; width: 150px; height: 100px; margin: 0 auto;"></div>																							
<p>1. Photographs shall be submitted by all officers of the Navy and the Naval Reserve regardless of status, as follows:</p> <p>a. Upon original appointment to commissioned grade</p> <p>b. Within 1 year (but no less than 3 months) of the convening date of the promotion board in which the member is in zone for promotion to CWO-3 through CWO-4, or O-3 through O-8</p> <p>2. The photograph shall be a black and white or color full-length three-quarter view in the summer khaki uniform (summer whites may be used where khakis are not authorized for summer wear), uncovered, with the left shoulder forward, against a plain contrasting background, in a size approximately four inches in width and five inches in height.</p> <p>3. A menu board of hand-lettered title board (two inch high letters), with the member's last name, first and middle initials, rank, designator, SSN, date the photograph was taken (in year, month and day sequence), shall be placed at or near the member's left foot.</p> <p>4. Group pictures are not acceptable</p> <p>5. Photographs submitted become property of the Navy Department and may be used for routine purposes in accordance with the Privacy Act of 1974, and if authorized by the individual for public affairs releases</p> <p>6. OPNAVINST 5290.1 Management and Operation of Navy Audiovisual Activities, authorizes naval activities having an established photographic laboratory, when requested, to produce photographs for this purpose.</p>																							
<div style="border: 1px dashed black; width: 150px; height: 100px; margin: 0 auto;"></div>																							
(Attach photograph with staples)																							
<p>7. Secure photograph against breakage or creasing, label shipping container in upper left-hand corner "PHOTOGRAPH" and forward to the Commander, Naval Military Personnel Command (NMPC-313C), Department of the Navy, Washington, DC 20370-5313.</p> <p>8. I authorize release of my photograph for public affairs releases: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>(Signature) _____</p>																							
NAVPER 1070/10 (REV. 5-88)		PHOTOGRAPH																					
86NP0098		S/N 8106-LF-010-7059																					
U.S. Government Printing Office: 1981 — 504-108/20428 2-1																							

Figure 6-8.—Officer Photograph Submission Sheet, NAVPERS 1070/10.

- Acceptance and Oath of Office, NAVPERS 1000/22 (ALL).
- Officer Appointment, Acceptance and Oath of Office, NAVCRUIT 1000/20 (ALL). (A sample of this form is shown in fig. 6-9.)
- Officer's Report of Home of Record and Place From Which Ordered to a Tour of Active Duty, NAVPERS 1070/74. (A sample of this form is shown in fig. 6-10.)

Whenever you receive officer service record documents, remember to file them on the correct side in the correct order. At times, you will run across documents that do not belong in the officer service record. In the following section, you will read about an unofficial file in which you can store these documents temporarily—the officer junk jacket.

OFFICER JUNK JACKET

During the course of an officer's career, numerous documents are updated and/or received. To make sure

Figure 6-10.—Officer's Report of Home of Record and Place From Which Ordered to a Tour of Active Duty, NAVPERS 107074.

TRANSFER AND DISPOSITION OF OFFICER SERVICE RECORDS AND HEALTH TREATMENT RECORDS

In this section, you will read about the distinction between open and closed officer service records, and the transfer and disposition procedures for these records. This section will provide you with basic information to help you understand the transfer and disposition of officer service records; however, you should not use this training manual (TRAMAN) as the sole reference. Whenever you are involved in the transfer and disposition of officer service records, make sure you always refer to the MILPERSMAN, Article 5030141, for guidance.

OPEN AND CLOSED SERVICE RECORDS

According to the MILPERSMAN, Article 5030141, the status of an officer determines whether the officer's service record is closed or remains open.

Open Service Record

The service record remains open for officers who maintain status in the Regular Navy or Naval Reserve. To maintain status, an officer must either remain on active duty or be retained in an active or inactive status in a Reserve component.

Closed Service Record

The service record is closed when an officer loses naval status.

To lose status, the officer must resign or be discharged, dismissed, or retired with no further military obligation.

RECORDS TRANSFER PROCEDURES

As a PN, you may be assigned as the service record custodian. As service record custodian, you may be tasked with transferring officer service records.

Preparation Procedures

Your first step will be to compare and combine the service record and the military health treatment record (medical and dental) and, when appropriate, the personal financial record (PFR) into a one-record packet. Before the officer's transfer, verify the service record and remove the temporary documents (those applicable to the local command) and give them to the

officer. Make sure you carry out these procedures according to the MILPERSMAN, Article 5030120.

Transfer Procedures

Always transfer the open service record or health treatment record packet to the activity that will next administer these records. This packet may be hand-carried by the officer concerned or you can send it to the receiving activity. To mail it, place the one-record packet in a sealed envelope and send it via the U.S. Postal Service First-Class Mail using the Records Transmittal, NAVPERS 5000/64. You must do this no later than the day following the officer's transfer or separation date.

If your command wants the receiving activity to acknowledge receipt of the packet, you should include in the mailing envelope or container an additional copy of the NAVPERS 5000/64 and a self-addressed return envelope. The receiving activity should acknowledge receipt by signing the transmittal sheet and returning it to your command in the self-addressed envelope.

For an officer released to inactive duty and affiliated with a drill unit of the Naval Reserve, send the following service record documents to CHNAVPERS (PERS 313C1) to update the permanent microfiche record:

- Copy of separation orders and endorsements
- Copy number 2 of the Certificate of Release or Discharge from Active Duty, DD Form 214

If the officer is not affiliated with a drill unit, transfer the records to the Naval Reserve Personnel Center (NAVRESPERSCEN), Code 401.

If an officer reports for duty without a service record, the gaining command must either obtain the missing record or reconstruct a new one. If documents necessary for adequate reconstruction cannot be obtained from the individual officer, your command should request a copy of only the essential documents from the permanent record from CHNAVPERS (PERS 313C1) according to the MILPERSMAN, Articles 5010125 and 5010280.

When the officer service record remains open, use the following procedures to transfer the records:

- For an officer with PCS or temporary duty orders, transfer the records either by letting the officer hand-carry them or by mailing them to the officer's (next) reporting activity.

- For a Reserve officer recalled to active duty or assigned to active duty for special work (ADSW), transfer the records with the officer or forward them to the activity that will process the member to active duty.

- For a Reserve officer assigned to active duty training (ADT) over 29 days, transfer the records with the officer or forward them to the activity designated on the ADT orders.

- For a Reserve officer whose inactive duty training orders have been modified for a new assignment, transfer the records to the new record custodian for the unit assigned.

- For a Reserve officer whose inactive duty training orders have been terminated and the member has been transferred to the Individual Ready Reserve (IRR), transfer the records to NAVRESPERSCEN, Code 401.

- For a Reserve officer terminated from a drill unit with a further military obligation, transfer the records to NAVRESPERSCEN, Code 401.

- For an officer transferred to the Temporary Disability Retired List (TDRL), transfer the records to NAVRESPERSCEN, Code 401.

- For an officer retired and retained in an active status, transfer the records with the officer or forward them to the next duty station.

- For an officer in a prisoner of war or missing status, transfer the records to CHNAVPERS (PERS 663). Mark the mail envelope "POW/MIA - DO NOT OPEN IN MAILROOM."

RECORDS DISPOSITION PROCEDURES

You must be able to prepare and forward closed officer service records. For the most part, you will deal with the closed records for officers separated from the Regular Navy or Naval Reserve. This category includes any officer who resigns or is permanently discharged, dismissed, or retired with no further military obligation. Occasionally, you will deal with officer service records that have been closed for other reasons. In these cases, you must know the correct forwarding procedures. Since you will mostly deal with separations, let's look at these records first.

Officers Separated From the Regular Navy or Naval Reserve

For officers separated from the Regular Navy or Naval Reserve, you will always send the closed service record or health treatment record packet to NAVRESPERSCEN, Code 401.

Before forwarding the closed service record, however, remove the following documents and give them to the officer:

- The original officer separation orders and endorsements

- Copies 1 and 4 of the Certificate of Release or Discharge from Active Duty, DD Form 214

- Copy of the History of Assignments, NAVPERS 1070/605

- The original Officer Data Card, NAVPERS 1301/51

- Documents previously forwarded or not essential to the officer's permanent record according to the *Document Submission Guidelines for the Military Personnel Records System*, BUPERSINST 1070.27, including forms and correspondence maintained for local administrative purposes and of value to the officer

On the right side of the folder, retain the following documents in sequence with the first document described on top:

- Copy of the officer separation orders and endorsements

- Copies 2 and 7 of the Certificate of Release or Discharge from Active Duty, DD Form 214

- The original History of Assignments, NAVPERS 1070/605

- The original Administrative Remarks, NAVPERS 1070/613

- The original Security Termination Statement, OPNAV 5511/14

- Duplicate copy from the health treatment record of the Report of Medical Examination, SF 88 (separation physical examination)

- Latest duplicate copy of the health treatment record Report of Medical History, SF 93

Secure the service record and health treatment record together as a one-record packet. Mark the

outside cover of the U.S. Navy Officer Service Record, NAVPERS 1070/66, "RETIRED" or "DISCHARGED." Then, forward the one-record packet to NAVRESPERSSEN, Code 401.

NAVRESPERSSEN will subsequently forward the closed service record documents previously indicated to CHNAVPERS (PERS 313C1) to update the permanent record. The permanent personnel record and health treatment record are eventually sent to the National Personnel Records Center, St. Louis, Missouri, for final disposition or archival records.

Interservice Transfers

For interservice transfers, you must use different forwarding procedures, depending on the individual circumstances of each case.

INTERSERVICE TRANSFER TO ANOTHER BRANCH OF THE U.S. ARMED FORCES.— For an officer who is discharged from the Regular Navy or Naval Reserve for interservice transfer to another branch of the U.S. Armed Forces, transfer the officer's records to CHNAVPERS (PERS 253C). Mark the mailing envelope "INTERSERVICE TRANSFER - DO NOT OPEN IN MAILROOM." For additional information on interservice transfers, refer to the MILPERSMAN, Article 3830140.

TRANSFER TO ENLISTED STATUS.— Occasionally, an officer will revert to enlisted status and remain on active duty. In this case, move the applicable documents such as security forms and page 2s to the

open enlisted service record. Retain the health treatment record at the current duty station. Transfer the closed officer record to NAVRESPERSSEN, Code 401.

Deceased Officers

For a deceased officer, send the closed service record or health treatment record packet to CHNAVPERS (PERS 663). Mark the mailing envelope "DECEASED - DO NOT OPEN IN MAILROOM."

SUMMARY

This chapter has discussed the creation of officer personnel records, verification of officer service records, officer microfiche records, and field service records and their contents. This chapter also discussed the officer's junkjacket, and the transfer and disposition procedures for officer service records and health treatment records. After studying this chapter, you should have a very good idea of what an officer service record is. You should also be able to identify the different pages that are filed in the officer service record and determine where they should be filed. If you are tasked with handling officer service records, you must remember that the information contained there is "for your eyes only." You cannot divulge any information from an officer's service record to any person, unless that person is authorized to obtain such information for the performance of his or her duties.